



## Information Technology Investment Board

### Executive Evaluation and Governance Committee

#### **DRAFT MINUTES**

**Wednesday, April 5, 2006**

**9:30 a.m. – 10:30 a.m.**

#### **VITA Operations Center**

**3rd Floor James River Conference Room**

**110 South Seventh Street**

**Richmond, Virginia 23219**

#### **Members Present:**

Hiram Johnson  
Kenneth Johnson  
Jim McGuirk  
Mary Guy Miller, Chair

#### **Others Present:**

Lem Stewart, CIO  
Cheryl Clark, Deputy CIO  
John Westrick, Counsel to the Information Technology Investment Board (ITIB)  
Judy Napier, Deputy Secretary of Technology  
Loyd Lane – VITA Business Development Director  
Peggy Ward, ITIB/VITA Internal Audit Services Director, Committee Staff  
Marcella Williamson, Executive Director of the ITIB  
Jim Roberts, VITA Administration and Finance Director  
Jennifer Schreck, Auditor of Public Accounts  
H. F. Jones, NG  
C. W. Laugerbaum, Indigitech  
Jeri Clayton, NG  
Michael King, NG  
Fred Norman, CVC

#### **Call to Order**

Dr. Miller, Chair, called the meeting of the Information Technology Investment Board Executive Evaluation and Governance Committee to order at 9:40 a.m. and welcomed all. Peggy Ward called the role. There was a quorum.

#### **Approval of Minutes**

Dr. Miller presented the minutes of the February 9, 2006 CIO Evaluation Committee meeting.

*A motion was made by Mr. McGuirk and seconded by Mr. Hiram Johnson to approve the minutes as presented.*

All voted in the affirmative.

## **Welcome to New Committee Member**

Dr. Miller welcomed Mr. Kenneth Johnson to the Committee acknowledging the experience and benefits he brings as a Committee Member.

## **Committee Orientation**

Dr. Miller gave a copy of the CIO Evaluation Policy and Procedure to Mr. Kenneth Johnson and offered to discuss any comments or concerns he may have. Dr. Miller and Mr. McGuirk gave an overview of the history of the Committee and it's new, broader focus.

## **Priorities of CIO 2006 Objectives**

The Committee discussed at length the prioritization of the 2006 CIO objectives noting that some were more significant than others. Mr. Kenneth Johnson asked that the responsible person be listed for the objectives. Mr. Stewart stated that there is a person assigned to each just not in the version presented to the Committee. Mr. McGuirk proposed that the objectives be weighted so that the top two comprised more than 50% of the weight. Dr. Miller agreed but noted that the current organization of the objectives may not be ideal for weighting. Dr. Miller asked that a calendar view of the objectives also be presented. Mr. Stewart agreed and also suggested that he reorganize the objectives noting responsible persons and applying weights for the consideration of the Committee. All agreed.

## **CIO Compensation**

Dr. Miller moved that the Committee recommend the following motion to the Board:

*On February 9, 2006, the Board granted a 5% bonus to the Chief Information Officer, contingent upon the approval of the Governor. I understand there is some question about whether the Governor's office considers such approval necessary. I move that the bonus be paid either upon such approval, or if the Governor's office instructs us that his specific approval is not required for bonuses granted under Appropriations Act 4-6.01 c.2 b."*

The motion was seconded by Mr. McGuirk. All voted in the affirmative.

It being 10:35, Mr. McGuirk, Mr. Stewart and Mrs. Ward departed the meeting to attend the Finance and Audit Committee meeting. Mr. Westrick also departed.

## **VITA Customer Survey by UVA**

An overview of the results of the VITA customer survey conducted by UVA was presented by Loyd Lane, VITA Business Development Director. VITA is waiting on the final document. The survey indicated several areas that can be improved.

VITA has some initiatives underway to address some of the areas & directors are developing action plans to address the remaining areas. The Committee asked that additional information be culled from the survey results by UVA, including:

- o Whether agency heads and IT directors have similar or opposing views of VITA's performance
- o The differences in responses between large, medium and small agencies.

The Committee asked that UVA query those who didn't respond to ask why and to categorize those by small, medium and large as well. The Committee will provide guidance in refining the survey for the next cycle.

## **Overview of Retained Organization**

The Committee received a briefing of VITA's planned retained organizational structure from Cheryl Clark, Deputy CIO. The structure will provide a foundation for service management and operational excellence by aligning to the strategic and service management vision. This will include:

- o Clear roles, responsibilities and accountabilities
- o Processes mapped and prioritized for re-engineering
- o Performance management framework

- o Implementation roadmap for service commencement date and beyond

**Other Business**

None

**Public Comment**

None

**Adjourn**

There being no further business, the committee meeting adjourned at 11:25 a.m.